



# Site Supervisor's Pocket Reference Guide Summer Food Service Program for Children

*Food That's In When School Is Out!*

## DO . . .

Order/prepare **only** one meal for each child for each meal service.

Count the meals as they are received.

Check the meals to be sure you have received **all** menu items and that none of the items are damaged or spoiled, and sign the delivery receipt.

Clean the site before you serve the meal.

Put up the approved nondiscrimination poster.

Serve the meal **only** during the assigned time period.

Prepare and serve the meal according to State and local health and safety standards.

Serve each child **all** menu items at one time.

Count the meals as they are given out.

Count second meals separately, if your sponsor allows seconds. Second meals **must** be served as complete units.

Complete the daily records in a timely manner. Keep them in a safe place away from the children and the weather.

Clean the site after the meal.

Encourage the children to try new foods, and minimize food waste.